

ROLE PROFILE

| Details | |
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| Role: Fundraising Qualifications Tutor | Contract type: Flexible Contract |
| Salary: £100 per hour | Hours: as required (remote) |
| <p>The Chartered Institute is proud to be an equal opportunity employer committed to a diverse and inclusive workplace where we can all be our ourselves and succeed on merit. We particularly welcome applications from those who are significantly underrepresented in our sector.</p> | |
| About the Chartered Institute of Fundraising | |
| <p>The Chartered Institute of Fundraising is the membership body for UK fundraising, we represent and champion the work of individual fundraisers, charities, and their partners. Our ambition is to double our impact over the next decade by creating a sustainable future for fundraising and inspiring more people to give.</p> <p>To achieve this, we are focused on attracting, retaining and developing fundraising talent, changing perceptions of fundraising as a respected profession, driving excellent fundraising practice through standards, ethics and professional development, and fostering a culture that inspires more people to give.</p> <p>Fundraising qualifications are central to this ambition, equipping fundraisers with the knowledge, skills and confidence to excel throughout their careers and strengthen the impact of fundraising.</p> | |
| Role background | |
| <p>CIOF is expanding its pool of Fundraising Qualification Tutors. We are looking to recruit experienced tutors who can deliver engaging online learning using professionally designed course materials, facilitate interactive learning, assess learner work and provide high quality developmental feedback.</p> <p>Successful candidates will work collaboratively with a team of experienced tutors to maintain the high professional and academic standards of CIOF qualifications.</p> | |
| Reporting Structure | |
| Reports to: Head of Learning | |

Role Description

Purpose: To deliver high quality teaching, assessment and learner support across CIOF fundraising qualifications, ensuring a consistent, engaging and inclusive learner experience while maintaining the academic and professional standards of CIOF qualifications.

Key Responsibilities:

Learning Delivery:

- Deliver engaging online teaching sessions aligned to agreed learning outcomes
- Prepare appropriately for all teaching sessions
- Facilitate inclusive, accessible and interactive learning experiences

Assessment

- Assess learner assignments in accordance with assessment criteria
- Provide timely, constructive and developmental written feedback
- Maintain consistency and fairness in assessment decisions

Learner Support

- Provide one to one academic support where required
- Respond appropriately to learner queries in a timely manner
- Apply motivational, coaching and skill development strategies to help learners progress and achieve

Quality Assurance

- Participate in tutor induction before delivery of any teaching
- Attend briefings and standardisation activities
- Maintain accurate learner records, attendance and assessment documentation
- Contribute to quality assurance and continuous improvement processes
- Work collaboratively with the Professional Development team and fellow tutors

Professional Standards

- Promote equality and inclusion in all aspects of delivery
- Act as a positive ambassador for the Chartered Institute of Fundraising
- Maintain professional expertise through continuing professional development in fundraising and education

Person Specification

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| Experience | <ul style="list-style-type: none">• Experience in delivering and assessing adult training or academic programmes• Experience of coaching, mentoring or supporting others to develop their knowledge, skills and confidence• Experience of facilitating engaging online learning, using a range of techniques to encourage participation and create an inclusive learning environment |
| Knowledge | <ul style="list-style-type: none">• Broad and current knowledge of professional fundraising, including the types of fundraising, trends, legislation and sector challenges• A practical understanding of adult learning principles and assessment practice• Knowledge of equality, diversity and inclusion, with an understanding of how to create accessible and inclusive learning environments• Understanding of assessment and feedback practices, including how to provide constructive developmental feedback• Demonstrable experience in professional fundraising |
| Skills | <ul style="list-style-type: none">• Ability to plan and deliver engaging lessons that meet learner needs, differentiating for learners with varying abilities and backgrounds• Ability to assess learning effectively using formative and summative methods• Clear and timely communication with learners and colleagues• Ability to use digital tools and learning technologies effectively, including Zoom, Microsoft Teams and Blackboard |
| Behaviour | <ul style="list-style-type: none">• A creative, enthusiastic and engaging teaching approach• Ability to build rapport and support learner wellbeing• A positive ambassador for CIOF and the fundraising profession• Commitment to continuous professional development (CPD)• Willingness to support and engage in ensuring the CIOF is a safe and inclusive place to work• Able to work independently while contributing positively to a collaborative team, sharing knowledge, supporting colleagues and maintaining consistent standards |
| Education / Qualifications | <ul style="list-style-type: none">• Recognised training/teaching qualification (e.g. PGCE, CertEd, AET) or willingness to undertake a 16+ teaching/tutoring qualification• Recognised assessor qualification or willingness to undertake an assessor qualification• Diploma in Fundraising or an equivalent postgraduate qualification |